

EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Demand Moore Date of Warning: 2/9/21
 Department: Housekeeping Supervisor: Rhonda Craddock
 TYPE OF VIOLATION: written WARNING: 2nd
☐ Attendance ☐ Carelessness ☒ Disobedience Violation Date: 2/6/21
☐ Safety ☐ Tardiness ☒ Work Quality Violation Time: (a.m. / p.m.) over a hour shift
☒ Other creating hostile work environment Place Violation Occurred: hotel grounds

EMPLOYER STATEMENT
 On 2/6/21 Demand showed up 1 hour late for his scheduled shift. It was previously agreed that he would be in at 8am for his shift. That shift he did not strip the rooms he was instructed to nor did he make any beds for the next shift.

EMPLOYEE STATEMENT

WARNING DECISION
 Demand will be sent home for the day when he returns to work on 2/10/21. He will complete his assigned tasks daily, report to mop and turn in his board or he will face further disciplinary action up to
 Approved by: Vicki H. Williams General Manager 2/9/21
 Name Title Date

List All Previous Warnings (when warned and by whom) and including termination

Previous Warning: 1st Warning
 Date: 2/4/21
 Verbal: meeting
 Written: _____
 Previous Warning: 2nd Warning
 Date: _____
 Verbal: _____
 Written: _____
 Previous Warning: 3rd Warning
 Date: _____
 Verbal: _____
 Written: _____

I have read this "warning decision". I understand it and have received a copy of the same.

Refused to sign 2/9/21
 Employee Signature Date
Rhonda Craddock 2/9/21
 Signature of person who prepared warning Date
Gine Fair 2/9/21
 Supervisor's Signature Date

COPY DISTRIBUTION

☐ Employee ☐ HR Dept ☐ Supervisor

1:22-cv-00548 DEF1

EXHIBIT

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Alex will check in with the MOD hourly & give an update of tasks completed. At shift's end he will turn in his task assignment sheet signed and dated. Showing everything he completed on that shift.

Alex will keep a cart outside the room in which he is working at all times while on the clock.